

APPENDIX B

THE WOODFIN COMMUNITY APPEARANCE COMMISSION

Rules of Procedure

I. GENERAL RULES

The Woodfin Community Appearance Commission shall be governed by the terms of Chapter 160-A of the Session Laws of 1971, and any amendments thereto, and by the ordinance of _____, establishing the Commission, and any amendments thereto.

II. OFFICERS AND DUTIES

A. Chairman. A Chairman shall be elected annually in (month) by the members of the Commission. His term shall be for one year, and he shall be eligible for re-election. The Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at the time. The Chairman, with the approval of the Commission, shall make all committee appointments.

B. Vice Chairman. A Vice Chairman shall be elected by the Commission from among its members in the same manner and for the same term as the Chairman. The Vice Chairman shall serve as acting Chairman in the absence or disability of the Chairman, and at such times he shall have and may exercise the same powers and duties as the Chairman.

C. Secretary. A Secretary shall be appointed by the Chairman of the Commission, either from within or from outside its membership, to hold office during the term of the Chairman and/or until a successor Secretary shall have been appointed. The Secretary shall be eligible for reappointment. The Secretary, subject to the direction of the Chairman, shall keep all records, shall conduct all correspondence of the Commission, and shall generally supervise the clerical work of the Commission. The Secretary shall keep minutes of every meeting of the Commission, which minutes shall be a public record. The minutes shall show the record of all important facts pertaining to each meeting, every resolution acted upon by the Commission, and all votes of Commission members upon any recommendation, resolution, or upon the final determination of any question before the Commission, indicating the names of members absent or failing to vote. If the Secretary is appointed from outside the membership of the Commission, he shall not be eligible to vote upon any matter.

III. MEETINGS

A. Regular Meetings. Regular meetings of the Commission shall be held on the first _____ of each month at 7:30 P.M. in the Woodfin Town Hall; provided, that if the Chairman so directs, meetings may be held at any other place in the Town.

B. Special Meetings. Special meetings of the Commission may be called at any time by the Chairman. At least twenty-four hours' notice of the time, place, and subject of special meetings shall be given, by the Secretary or Chairman, to each member of the Commission; provided, that this requirement may be waived by action of a majority of all the members.